



**United States Embassy Freetown.  
Southridge, Hill Station**

**May 15, 2020**

**GSO-Travel Management Services to the U.S Embassy Freetown-  
19SL2020Q0004**

**Classification Code:**

V302- Transportation and Logistics Services

**NAICS CODE:**

561510- Travel Agencies

**CONTRACTING OFFICE ADDRESS:**

U.S. Embassy Freetown  
Southridge, Hill Station  
Freetown, Sierra Leone

**CLOSING RESPONSE DATE:**

All Interested vendors/quoters shall submit their quotations not later than June 20, 2020  
@4:00pm local time.

**PRIMARY POINT OF CONTACT:**

Martha J. Berry  
Contracting Officer  
Phone: +23299105500  
Email: [FreetownGSOprocurement@state.gov](mailto:FreetownGSOprocurement@state.gov)

**PLACE OF PERFORMANCE:**

The Contractor shall carry out **Travel Management Services** for the United States Embassy  
Freetown in Sierra Leone.

**DESCRIPTION:**

The purpose of this a requirement type contract is to obtain **Travel Management Services for the U.S Embassy Freetown.**

The Contractor shall perform **Travel Management Services for the U.S Embassy Freetown.** The contract will be for a one-year period from the date of the contract award, with four one-year options.

The Contractor shall furnish all managerial, administrative, and direct labor personnel that are necessary to accomplish the work in this contract.

**Should you need a full copy of the solicitation package please go to <https://beta.sam.gov/>**

Responsible Offerors must be registered in SAM (<http://www.sams.gov> ). SAM registration must be completed to receive a contract award. Offerors must respond to all criteria requested. The solicitation package is only available in English language.

Solicitation and award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures.

Questions related to this notice shall be submitted to the above e-mail addresses not later than June 10, 2020 at 4:00pm (local time). Questions received after that time shall not be answered.

**Electronic Submission/Responses:**

This opportunity allows for electronic or paper responses. Please submit your offer prior to the response date and time to the addresses mentioned above.